Extract paragraphs 2 and 3 from Government letter to the Political Agent in the Southern Marátha Country, dated the 19th November, No. 6182 of 1850.

2. Under the circumstances stated by Mr. Manson, His Lordship in Council is of opinion that no enquiry can now be instituted with any beneficial result, but that hereafter in all cases of entries of the names of Government servants in accounts as receivers of bribes, enquiries should at once be made as to the probability of other proof being forthcoming.

3. To this end it will not be necessary that the persons whose names are entered should be called on for explanation until some probability of obtaining proof appears.

Ordered that a copy of the above Circular and of its enclosure be transferred to the several Departments of the Secretariat, for such steps as may be deemed necessary.

No. 8782 OF 1850.

P. D. REVENUE.

To

E. H. TOWNSEND, Esq.,
Revenue Commissioner, S. D.

SIR,

I have been directed by the Right Honourable the Governor in Council to transmit for your information the accompanying transcript of a Circular issued from the Political Department under date the 19th instant, No. 6183, and of its enclosure, and to inform you that the local officers under your control will be the best judges in each case as to whether the instructions contained in the 3rd paragraph of the letter to the address of the Political Agent in the Southern Marátha Country should be acted on.

Bombay Castle, 30*th November* 1850.

No. 8783 OF 1850.

The same to A. M. Shaw, Esq., Revenue Commissioner, N. D.

Bombay Castle, 30*th November* 1850.

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(40)

Postal Matters: *Use of Government paper and service stamps for correspondence of a personal nature prohibited.*

CIRCULAR.

No. 792 OF 1882.

FINANCIAL DEPARTMENT.

Bombay Castle, 3rd March 1882.

RESOLUTION OF GOVERNMENT.

The attention of all officers in the Civil Department should be called to Rule 299 of the Rules for official correspondence published at page 61 of the Indian Postal Guide, 1882, and they should be informed that the use of Govern-

ment paper and service stamps for communications of the kind specified in the latter part of the rule, the replies to which must be sent "Service Bearing," is strictly prohibited.

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299. Letters, parcels and packets by Government officers in their official capacity, which relate nevertheless to the private interests and concerns of the individuals addressed, may be endorsed according to the specimen form given on the margin, under the full signature and official designation of the person by whom they are sent. Letters, parcels and packets so addressed are regarded by the Post Office as private articles, but are charged, on delivery, with bearing postage at prepaid rates, and not at double rates, as in the case of ordinary articles. Under this head come replies sent to communications of the kind noted in the margin, as well as any other communications of a like kind which Government officers may make to individuals (whether private persons or Government officers) relating to the private interests of the addressees.

Service Bearing.
To
A. B.,
Calcutta.
C. D.,
Accountant General.

Petitions, applications for appointments, requests for transfer, enquiries about title to leave, &c.

CIRCULAR.

No. 61 of 1855.

To

THE SECRETARY TO GOVERNMENT,

Revenue Department, Bombay.

SIR,

Sufficient attention not being paid to the importance of transmitting all official correspondence with as much regard as practicable to the saving of weight by the post, I have the honour to request your attention to the following remarks:—

1*st*.—The habit of using an envelope for each letter sent from your office should be checked: all letters of the same date, to the same address, may generally be put into one cover.

2*nd*.—A set of envelopes of various sizes should be made up, according to the dimensions of papers despatched from your office, so that one of an unnecessary size need not be made use of.

3*rd*.—Envelopes may frequently be dispensed with, unless enclosures have to be forwarded with letters. Official letters, Roobackaries, Purwannahs, &c., which are written on one side only, or not more than half of the reverse, may ordinarily be folded and addressed exactly in the same manner as a private letter.

4*th*.—Periodical Returns, and all documents of a similar nature, may generally be put up in wrappers like covers to newspapers, open at both ends.

5*th*.—Great diminution in the weight and bulk of vernacular correspondence may be introduced by discarding the use of heavy paper, and writing in a closer and more condensed form than is customary.

I am, &c.,

(Signed) DUNCAN DAVIDSON,

Postmaster-General.

Bombay, Postmaster-General's Office,
19*th July* 1855.

B 1423—18